

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 65-603**

**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**18 NOVEMBER 1997**

**Financial Management**

**OFFICIAL REPRESENTATION FUNDS -  
GUIDANCE AND PROCEDURES**

**“HOLDOVER”**

The basic publication has been revised; impact on supplemental information is under review by the OPR.  
Users should follow supplemental information that remains unaffected.

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <https://www.afmc-mil.wpafb.af.mil/pdl/>

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This supplement does not apply to US Air Force Reserve units or members.

**AFI 65-603, 1 Nov 95, is supplemented as follows:**

1.3. Any significant exceptions to these ratios require justification and advance approval from the Office of the Secretary of the Air Force. Forward letter requests for approval through HQ AFMC/CVP, 4375 Chidlaw Rd Suite 1, WPAFB OH 45433 to 11WG/FM (formerly AFDW/FM), 1430 Wash DC 20330; request will then be submitted to the Secretary of the Air Force through the Chief of Staff, USAF.

7.1. The Commander, Vice Commander, or Chief of Protocol approves fund authorization at HQ AFMC. The field unit Commander or Vice Commander approves AFMC field unit authorizations.

7.2. Purchases of mementos should be made, as appropriate, with an IMPAC Credit Card for single purchase amounts under \$2,500.00.

8.2. Annual inventories must be completed by 30 October. After completion of inventory, the person who reviews the inventory must prepare and sign a memorandum for record. The memo must be forwarded to the inventory custodian and be retained in the appropriate administrative file.

10. Requests for special requirements must be sent to HQ AFMC/CVP a minimum of 45 working days in advance. The request will then be forwarded through 11WG/FM to the Office of the Chief of Staff.

11.2.4. (Added) Quarterly reports should be submitted to HQ AFMC/FMOC not later than 15 workdays after the end of the reporting period, who will in turn submit them to 11WG/FM.

MICHAEL C. KOSTELNIK, Major General, USAF  
Vice Commander